

Business Credential Application

State of Wisconsin
Department of Commerce-Credentialing
Phone (608) 261-8467
FAX (608) 267-0592
TDD #: (608) 264-8777
7:45 a.m. - 4:30 p.m.
E-mail: madisoncred@commerce.state.wi.us

☐ If you do not want your business phone number listed on our website, please check the box.

Instructions:

- ☐ 1. Complete the application; sign and date the form.
- ☐ 2. Enter the FEIN number of business or social security number of applicant.
- ☐ 3. Attach the specified fee and any documents specified on the following pages. Make checks payable to: Department of Commerce.
- ☐ 4. If this form was pre-printed with your business, please review and clearly print corrections or new information where needed in red ink.
- ☐ 5. **Make a photocopy of the completed application for your records.**

Business Information	Contact Person Information *
Federal Employer Identification Number (FEIN):	Social Security Number:
Business Name:	Individual's Name :
No. & Street, or P.O. Box:	Address No. & Street, or P.O. Box:
City, Town or Village, State, Zip + 4 Code:	City, Town or Village, State, Zip + 4 Code:
Country, If Other Than United States:	Country, If Other Than United States:
Business Telephone No. (include area code):	Telephone No. (include area code):
If Available, Business Fax No. (include area code):	

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met.

*The individual applying for a business credential shall be the owner of the contracting business, a partner in the contracting business applying on behalf of a partnership, or the chairman of the board or chief executive officer applying on behalf of the contracting corporation.

 Applicant's Signature

 Date (mo/day/yr)

Send application and payment to: State of Wisconsin, Department of Commerce-Credentialing, P.O. Box 78780, Milwaukee, WI 53293-0780.

Overnight mail delivery and Office location: State of Wisconsin, Department of Commerce-Credentialing, 201 W. Washington Ave., Madison, WI 53703.

All other correspondence: Wisconsin Department of Commerce, Safety & Buildings Div., P.O. Box 7082, Madison, WI 53707

MANUFACTURED HOME MANUFACTURERS LICENSE

Application and Credential Fee (nonrefundable): See table below **Class Code 8256**

Make checks payable to: Department of Commerce. The fee consists of a \$10 application fee and a credential fee of \$900. The \$900 credential fee has been prorated because the credential expires on a specific date. The credential will be effective for 4 years from December 31st. Office location: 201 W. Washington Ave, Madison. Mailing address: PO Box 7082, Madison, WI 53707.

Month Application is mailed	Fee	Month Application is mailed	Fee	Month Application is mailed	Fee
January	\$797.50	May	\$722.50	September	\$872.50
February	\$778.75	June	\$703.75	October	\$853.75
March	\$760.00	July	\$910.00	November	\$835.00
April	\$741.25	August	\$891.25	December	\$816.25

Record the amount of the fee you will be sending in the box below:

Fee Submitted (nonrefundable): \$ **class code 8256**

* **Notice** Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license according to Wisconsin Stats. But they may not be disclosed to anyone except other State of Wisconsin governmental agencies.

Reason for Credential: Pursuant s. 101.92 (2), Stats., no manufacturer of manufactured homes or mobile homes may sell or distribute for sale manufactured homes or mobile homes unless the manufacturer holds a credential issued by the department as a licensed manufactured home/mobile home seller. A manufactured home/mobile home seller license shall be required for each manufacturing plant that manufactures homes to be sold or distributed for sale in the state.

Please note that dealers and distributors of manufactured or mobile homes are required to hold a Manufactured Home Dealer license issued by the Wisconsin Department of Commerce, Division of Safety and Buildings @ (608) 264-9596 or (608) 264-9597. Please make sure all of your dealers and distributors have this license.

Please be aware that manufacturers must comply with the rules of the Federal Department of Housing and Urban Development pertaining to the construction of manufactured or mobile homes. For further information on federal rules call HUD @ (202) 755-7430.